



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 067 - 08

OPEN TO: **All Qualified Candidates**

POSITION: **Procurement Supervisor, FSN – 10; FP- 5**
(Salary approx. Tk. 69,000+ per month)
Or
Trainee Procurement Supervisor, FSN – 9; FP- 5
(Salary approx. Tk. 53,000+ per month)

**Depending on qualifications and experience,
incumbent may be hired at a trainee grade.**

OPENING DATE: **December 8, 2008**

CLOSING DATE: **December 21, 2008** (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

NOTE: ALL APPLICANTS MUST BE RESIDING IN BANGLADESH AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangladesh is seeking applications for the position of Procurement Supervisor in the Procurement & Contracting section of the General Services Office.

BASIC FUNCTION: The incumbent is responsible for managing the U.S. Mission's Procurement and Contracting operations in accordance with U.S.



Government regulations and ICASS service standard under the direction of the General Services Officer (SGSO). S/he supervises 8 to 9 FSN employees and responsible for planning, organizing, making the most efficient use of available resources, and liaises with senior business, government and community officials. S/he serves as an expert on Department of State and other agencies' procurement regulations, and on the GSA Manual and instructions, Federal acquisition regulations and standards and the customs and practices prevailing in the local companies. S/he is required to present potential cost-saving proposals for the USG.

MAJOR DUTIES AND RESPONSIBILITIES:

- ✚ Oversees the Mission's procurement program by planning, organizing and setting priorities and directing procurement of all goods and services required for the efficient operations of all agencies in the Mission through credit card orders/purchase orders/delivery orders, blanket purchase agreements, imprest fund purchases and contracting activities for PACOM Augmentation Team and Information Support Team and special DAO projects.
- ✚ Holds and is responsible for three USG Purchase Cards, which entitles purchase on behalf of the USG with a daily limit using these VISA credit cards and ensure appropriate and proper use of these cards and certifies all monthly credit card statements.
- ✚ Reviews procurement requests for commodities and services, assigns to subordinates for necessary action. Ensures strict compliance with Federal regulations, standards ICASS service standards. Ensure that all resources are safeguarded against waste, fraud, loss, unauthorized use and misappropriation through internal control. Provides equitable services and support to all agencies and personnel.
- ✚ Ensures the accuracy of comparative price quotations, bid solicitations, market surveys and negotiates contracts to ensure competitive price for all goods and services procured by the Mission.
- ✚ Supervises the appropriateness and legality of all procurement actions, maintenance of proper records of the actions, include all purchase orders to offshore and local vendors, contracts, monthly/quarterly expendable requisitions, purchase through GSA, other posts, RPSO's and the Department and Blanket Purchase Agreements (BPA's).
- ✚ Ensures continuous and systematic follow up of purchase orders, replies to vendor enquiries and take appropriate action on discrepancies.



- ✦ Develops the annual procurement plan for acquisition of non-expendable property. Closely coordinates acquisition requirements with Admin/GSO and the various agencies, liaise with FMO on funds status and processing of all obligated documents, including de-obligation of funds as required. Analyzes fiscal year requirements for both expendable and non-expendable property to determine funding levels for input to the Annual Budget Plan in close coordination with GSO sections, FMO and other agencies. Also serve as liaison between the vendor and FMO to ensure prompt payment to the vendor.
- ✦ Manages the imprest fund safeguarding the funds advanced to the GSO Sub-Cashier, certifying the prices of all imprest fund purchases, supervising preparation of replenishment vouchers in a timely manner. Supervises the Mission drapery, upholstery and tailoring program.
- ✦ Supervises the publications procurement program for the entire Mission, subscribing to periodicals and maintaining current mailing list for newspapers, subscriptions and publications to include for the Department and other posts.
- ✦ Supervises the maintenance and updating of reference materials concerning procurement activities, Procurement Tracking System and submit these reports to the GSO, S/GSO and to the requestors from time to time.
- ✦ Supervises the preparation of all reporting requirements of the Procurement activities (S/FPDS, Workload Count, ICASS Council report etc.) and ensure timely submission of these reports.
- ✦ Supervises proper and accurate maintenance of Purchase order folders, Requisition folders, Blanket Purchase order folders, Delivery order folders.

QUALIFICATIONS REQUIRED:

- 1. Education:** Bachelor degree from a recognized university.
- 2. Language Proficiency:** Level IV (Fluent) spoken and written in English & Bangla. English language proficiency will be tested at the time of selection.
- 3. Prior Work Experience:** Ten years progressively responsible experience in the USG Government Procurement field or in a closely relate field.
- 4. Knowledge:** Knowledge on USG Procurement Regulations and competitive business practices of local markets.



5. Skills and Abilities:

- ✚ Must possess management ability to organize work, supervise staff and report results.
- ✚ Ability to plan & handle an annual budget of over US\$10 millions.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment or PSA are ineligible for advertised positions within the first 90 calendar days of that appointment.
4. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired on a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a security clearance.


TO APPLY:

Interested candidates are requested to submit the following:

1. Bangladeshi candidates will submit the "Application for Employment as a Foreign Service National" form either **By Hand with No Envelope or FAX at 9887825.** Blank application forms are available at South barrier (near the Vatican Embassy) and in the Human Resources Office, Ext. 2533. A copy is also attached hereto for your convenience.

[Application Form](#)





2. Interested USEFM, EFM, MOH, and local resident Americans are requested to submit a letter of application stating their interest along with updated OF- 612 (Application for Federal Employment). A copy is also attached hereto for your convenience.

[OF-612](#)

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

ONLY complete and up-to-date application forms with an original photograph of the applicant will be accepted. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime. CV's with any other documents (e.g. certificates, awards, copies of degrees earned) will not be accepted in lieu of the Application Form.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

POINT OF CONTACT:

Human Resources Assistant
Telephone # 885-5500, Ext: 2533
Fax # 9887825

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM): Family Members at least age 18 listed on the travel orders of a direct hire Foreign of Civil or uniformed service member stationed to a US Foreign Service post or establishment abroad and is under COM authority. The USEFM resides with the sponsoring employee at post or at an Involuntary Separate Maintenance Allowance (ISMA) location.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member



permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of USEFM.

3. Member of Household (MOH): An individual accompanying a direct-hire Foreign, Civil, or uniformed service member to their assigned post abroad. The individual has been officially declared by the USG employee to the COM as part of his/her household but is not an EFM and is not on the travel orders of the sponsoring employee.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency."*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Cleared by:

HRO: GSO: FMO: MGT: